

Applying for Unemployment Insurance Benefits

Checklist for Unemployed Workers



You will need to provide the following information when you file your claim for unemployment insurance (UI) benefits:

- ☐ Social Security Number
- ☐ Name, including prior names (e.g., maiden or married names)
- ☐ Complete home mailing address, including ZIP code
- ☐ Telephone number (if you have one)
- ☐ Name of county where you reside
- ☐ DD Form 214, Member-4 (if you served in the military in the past 18 months)
- ☐ Company name of your last employer
- ☐ Complete mailing address for your last employer, including ZIP code
- ☐ Your last day worked and reason for leaving your last employer (e.g., quit, fired, laid-off, leave of absence, etc.)
- ☐ Your bank routing number and account number for direct deposit to your checking or savings account, if this is your preferred method of payment. *If you do not enter this information and you are determined eligible to receive UI benefits, you will automatically receive your benefits on the prepaid Missouri Access Mastercard.*

Important:

- Apply **immediately** when your job has ended or your employer has reduced your work hours.
- Your UI claim DOES NOT begin on the date your job ended or the date when your hours were cut back. You must apply first.
- Claims start on the Sunday of the week you submit your UI application.
- If you are filing your claim using the Interactive Voice Response (IVR) System, a pen and paper are recommended for note-taking.

